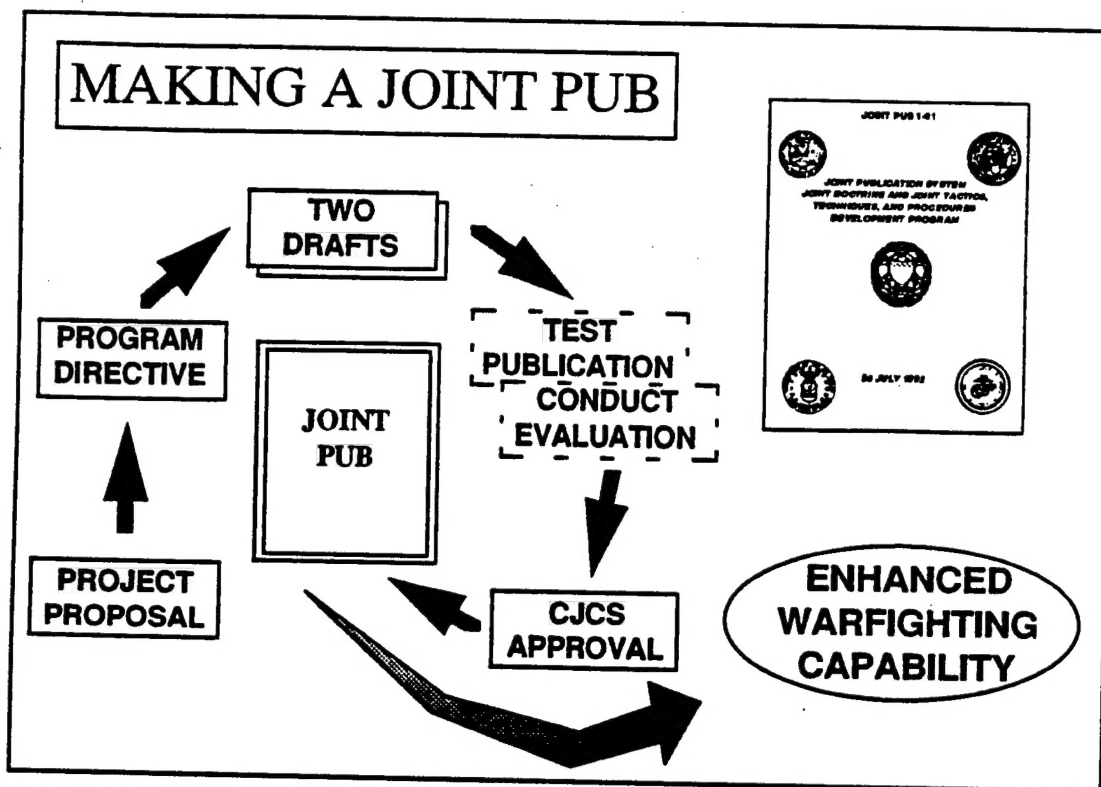# JOINT REPORTING STRUCTURE (JRS)
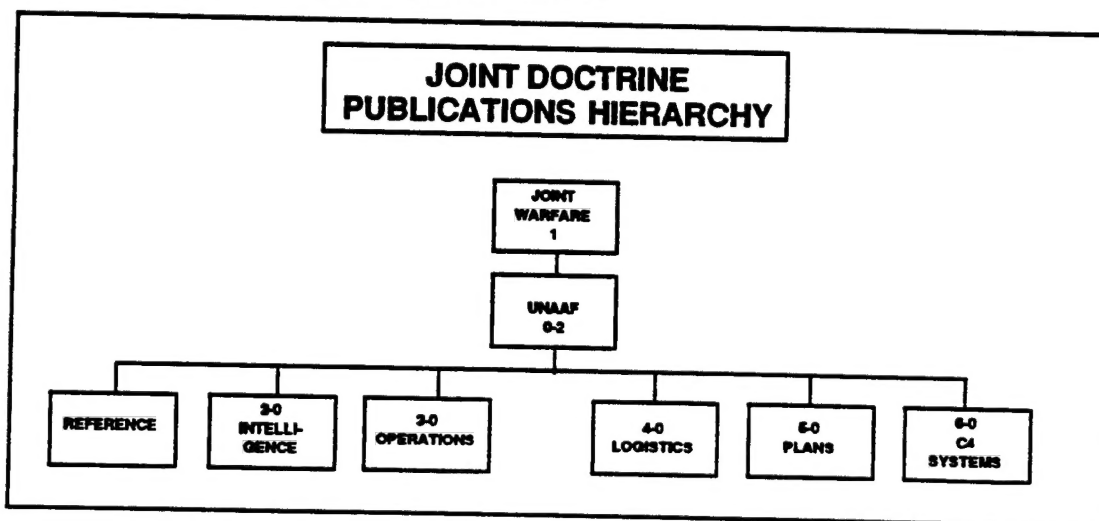# GENERAL INSTRUCTIONS

19981214 028

10 January 1994

A large body of joint doctrine (and its supporting tactics, techniques, and procedures) has been and is being developed by the US Armed Forces through the combined efforts of the Joint Staff, Services, and combatant commands. The following chart displays an overview of the development process for these publications.

MAKING A JOINT PUB

TWO DRAFTS

PROGRAM DIRECTIVE

JOINT PUB

TEST PUBLICATION CONDUCT EVALUATION

PROJECT PROPOSAL

CJCS APPROVAL

ENHANCED WARFIGHTING CAPABILITY

All joint doctrine and tactics, techniques, and procedures are organized into a comprehensive hierarchy. Joint Pub 1-03 is located in the reference series of joint publications.

JOINT DOCTRINE PUBLICATIONS HIERARCHY

JOINT WARFARE 1

UNAAF 0-2

REFERENCE

2-0 INTELLIGENCE

3-0 OPERATIONS

4-0 LOGISTICS

5-0 PLANS

6-0 C4 SYSTEMS

Joint Pub 1-01, "Joint Publication System," provides a detailed list of all joint publications. Joint pubs are also available on CD-ROM through the Joint Electronic Library (JEL). For information, contact: Joint Doctrine Division, J-7, 7000 Joint Staff Pentagon, Washington, D.C. 20318-7000.

OFFICE OF THE CHAIRMAN
THE JOINT CHIEFS OF STAFF
WASHINGTON, D.C. 20318-0001

Reply ZIP Code:
20318-0400

Joint Pub 1-03
10 January 1994

MEMORANDUM FOR: Distribution List

Subject: Joint Pub 1-03, "Joint Reporting Structure (JRS) General Instructions"

1. This publication has been prepared under the direction of the Chairman of the Joint Chiefs of Staff. It sets forth doctrine and military guidance to govern the joint activities and performance of the Armed Forces of the United States.

2. Recommendations for changes to this publication should be submitted to the Director for Operational Plans and Interoperability (J-7), 7000 Joint Staff Pentagon, Washington, D.C. 20318-7000.

3. When a Joint Staff directorate submits a proposal to the Chairman of the Joint Chiefs of Staff that would change source document information reflected in this publication, that directorate will include a proposed change to this publication as an enclosure to its proposal.

4. The Military Services and other organizations are requested to notify the Director, J-7, Joint Staff, when changes to source documents reflected in this publication are initiated.

5. Additional copies of this publication can be obtained through Service publication centers.

6. This publication supersedes Joint Pub 1-03, 30 June 1977, which includes Changes 1 through 5.

7. Local reproduction is authorized and access to unclassified publications is unrestricted. However, access to and reproduction authorization for classified joint publications must be in accordance with DOD Regulation 5200.1-R.

8. Only approved pubs and test pubs are releasable outside the combatant commands, Services, and Joint Staff. Release of any joint publication to foreign governments or foreign nationals must be requested through the local embassy (Defense Attache Office) to DIA Foreign Liaison Branch, C-AS1, Room 1A674, Pentagon, Washington, D.C. 20301-6111.

9. The lead agent for this publication is the Command, Control, Communications, and Computer Systems Directorate (J-6), Joint Staff.

10. The Joint Staff doctrine sponsor for this publication is J-6.

For the Chairman of the Joint Chiefs of Staff:

T. R. PATRICK
Colonel, USA
Secretary, Joint Staff

Enclosure

2

Distribution:

By Secretary, Joint Staff:

Joint Staff	OSD	NSA	CIA	CIO	USELMNORAD
FEMA	DISA	DIA	DLA	DMA	DNA
NDU	MCCDC	JEWC	AFSC	JDC	DISA-JIEO
JWFC					

Additional copies may be obtained from the Secretary, Joint Staff (Documents Division).

Five copies each to: Offices of CSA, CNO, CSAF, CMC, USCG

Twenty-five copies each to:

USACOM	USCENTCOM	USEUCOM
USPACOM	USSOUTHCOM	USSPACECOM
USSOCOM	USSTRATCOM	USTRANSCOM

Additional copies should be obtained from the Military Service assigned administrative support responsibility by DOD Directive 5100.3, 1 November 1988, "Support of the Headquarters of Unified, Specified, and Subordinate Joint Commands."

By Military Services:

Army: US Army AG Publication Center,
2800 Eastern Boulevard,
Baltimore, MD 21220-2898.

Air Force: Air Force Publications Distribution Center,
2800 Eastern Boulevard,
Baltimore, MD 21220-2896.

Navy: CO, Navy Aviation Supply Office,
Distribution Division (Code 03443)
5801 Tabor Ave,
Philadelphia, PA 19120-5000.

Marine Corps: Marine Corps Logistics Base,
Albany, GA 31704-5000.

Coast Guard: Coast Guard Headquarters, COMDT (G-REP)
2100 2nd Street, SW
Washington, D.C. 20593-0001

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JOINT REPORTING STRUCTURE--GENERAL INSTRUCTIONS

RECORD OF CHANGES

CHANGE NUMBER	COPY NUMBER	DATE OF CHANGE	DATE ENTERED	POSTED BY	REMARKS

In accordance with the procedures contained in Joint Pub 1-01, change recommendations to this publication will be forwarded to:

    Urgent: TO: JOINT STAFF WASHINGTON DC//J6I/J7-JDD//

    Routine: Operational Plans and Interoperability
                   Directorate, J-7, JDD
             7000 Joint Staff Pentagon
             Washington, D.C. 20318-7000

LIST OF EFFECTIVE PAGES

The following is a list of effective pages. Use this list to verify the currency and completeness of your document. An "O" indicates a page in the original document.

PAGE	CHANGE	PAGE	CHANGE
i thru vi	O	VIII-1 thru VIII-2	O
I-1 thru I-4	O	A-1 thru A-2	O
II-1 thru II-2	O	A-A-1 thru A-A-2	O
III-1 thru III-4	O	A-B-1 thru A-B-4	O
IV-1 thru IV-2	O	A-C-1 thru A-C-4	O
V-1 thru V-12	O	B-1 thru B-10	O
VI-1 thru VI-2	O	C-1 thru C-4	O
VII-1 thru VII-4	O	D-1 thru D-4	O
		E-1 thru E-4	O

JOINT REPORTING STRUCTURE--GENERAL INSTRUCTIONS

PREFACE

1. <u>Purpose</u>. This publication sets forth doctrine (or doctrine and selected tactics, techniques, and procedures) to govern the joint activities and performance of the Armed Forces of the United States in joint operations as well as the doctrinal basis for US military involvement in multinational and interagency operations. It provides military guidance for the exercise of authority by combatant commanders and other joint force commanders and prescribes doctrine (or doctrine and selected tactics, techniques, and procedures) for joint operations and training. It provides guidance for use by the Armed Forces in preparing their appropriate plans. It is not the intent of this publication to restrict the authority of the joint force commander (JFC) from organizing the force and executing the mission in a manner the JFC deems most appropriate to ensure unity of effort in the accomplishment of the overall mission.

2. <u>Application</u>

a. Doctrine (or doctrine and selected tactics, techniques, and procedures) and guidance established in this publication apply to the commanders of combatant commands, subunified commands, joint task forces, and subordinate components of these commands. These principles and guidance also may apply when significant forces of one Service are attached to forces of another Service or when significant forces of one Service support forces of another Service.

b. In applying the doctrine (or doctrine and selected tactics, techniques, and procedures) set forth in this publication, care must be taken to distinguish between distinct but related responsibilities in the two channels of authority to forces assigned to combatant commands. The Military Departments and Services recruit, organize, train, equip, and provide forces for assignment to combatant commands and administer and support these forces. This authority is, by law, subject to the provisions of title 10, United States Code, chapter 6, which is the section that details the authority of combatant commanders. Commanders of the unified and specified commands exercise combatant command (command authority) over their assigned forces. Service component commanders are subject to the orders of combatant commanders, and subject to the combatant commander's direction, are also responsible to the Military Departments and Services in the exercise of their administrative and support responsibilities.

c. This publication is authoritative but not directive. Commanders will exercise judgment in applying the procedures herein to accomplish their missions. This doctrine (or doctrine and selected tactics, techniques, and procedures) should be followed, except when, in the judgment of the commander, exceptional circumstances dictate otherwise. If conflicts arise between the contents of this publication and the contents of Service publications, this publication will take precedence for the activities of joint forces unless the Chairman of the Joint Chiefs of Staff, normally in coordination with the other members of the Joint Chiefs of Staff, has provided more current and specific guidance. Commanders of forces operating as part of a multinational (alliance or coalition) military command should follow multinational doctrine and guidance ratified by the United States. For doctrine and procedures not ratified by the United States, commanders should evaluate and follow the multinational command's doctrine and procedures, where applicable.

3. Scope. This publication sets forth doctrine and selected procedures to govern the joint activities and performance of the Armed Forces of the United States. It sets forth the general instructions, guidelines, and standards to be used in the organization, writing, and promulgation of the subordinate publications of the Joint Reporting Structure (JRS). This publication is the keystone document for the JRS series of publications. The subordinate publications provide specific guidelines and details of the joint reports.

4. Basis

a. Joint Pub 0-2, 1 December 1986, "Unified Action Armed Forces (UNAAF)."

b. Joint Pub 1-01, 30 July 1992, "Joint Publication System: Joint Doctrine and Joint Tactics, Techniques, and Procedures Development Program."

c. Joint Pub 1-02, 1 December 1989, "DOD Dictionary of Military and Associated Terms."

d. SM-639-69, "Development of a Joint Reporting Structure."

TABLE OF CONTENTS

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CHAPTER I

OVERVIEW

1. <u>General</u>. This publication provides:

    a. The organizational and short title indexes to the
    subordinate publications, executive summaries for all
    reports in the structure, instructions for the Anniversary
    Report, a listing of report indicator codes, and a
    discussion of management procedures regarding message text
    formatting (MTF).

    b. Descriptions of the responsibilities of JRS
    participants and the procedures for maintaining,
    monitoring, and reviewing the JRS.

    c. The general instructions, guidelines, and standards to
    be used in the organization, writing, and promulgation of
    the subordinate publications of the JRS.

2. <u>Participants</u>. The JRS primary participants are the Joint
Staff, the combatant commands and subordinate joint forces, the
Services, and the following Defense agencies: Central Imagery
Office (CIO), Defense Information Systems Agency (DISA),
Defense Intelligence Agency (DIA), Defense Logistics Agency
(DLA), Defense Mapping Agency (DMA), Defense Nuclear Agency
(DNA), and National Security Agency (NSA). The Joint
Interoperability and Engineering Organization (JIEO), formerly
the Joint Tactical C3 Agency (JTC3A), is associated with the
JRS for MTF matters.

3. <u>Organization of the JRS</u>. The JRS is a system of
publications detailing standard reports. The JRS has one basic
publication, Joint Pub 1-03, "Joint Reporting Structure (JRS)
General Instructions," with several subordinate publications,
collectively called the JRS or the Joint Pub 1-03 series. The
JRS basic publication, "General Instructions," provides
instructions and procedures for configuration management of the
publications in the 1-03 series. All 1-03 series publications
should comply with the Joint Pub 1-01 format to the maximum
extent possible. All publications in the 1-03 series will be
converted to CJCS Instructions in accordance with the schedule
developed by the Joint Staff (J7-JDD).

4. <u>Publication or Report Lead Agent (LA)</u>. Each subordinate
JRS publication and each report within a subordinate JRS
publication has a LA assigned; in most instances they are the
same office, but they may be different organizations, commands,
offices, or persons. For example, the Joint Staff/J6 is the LA
for Joint Pub 1-03.10, but DISA is the LA for the reports. The
publication LAs are listed in Annex A to Appendix A of this
publication.

5. Identification of JRS Reports. Reports within the JRS may be identified in four different ways:

    a. Report Title. Each report has a report title, e.g., "Commander's Situation Report," "Status of Resources and Training System." (See Annex B to Appendix A.)

    b. Short Title. Most reports also have a short title or acronym code listing; e.g., SITREP, SORTS. For an alphabetical listing of report short titles tying them to the various report titles in the JRS, see Annex B to Appendix A.

    c. Identification (ID) Symbol. JRS reports have an ID symbol that appears on the first page of each report description. It is used to identify the location of the report in the structure. The ID symbol, "Joint Pub 1-03.8-1," indicates that the report (SITREP) is located in Joint Pub 1-03.8, Chapter I. ID symbols are also found in Annex B to Appendix A.

    d. Report Indicator Code. Some reports have a two-character report indicator code; only those reports or computer files that use an 80-character data record format require a report indicator code. A listing of these codes, tied to short title and report title, is found in Annex C to Appendix A.

6. Executive Summaries. Chapter V provides a summary of each JRS report. These summaries are arranged in alphabetical order by short title; the ID symbol and title are also shown. They provide a brief description of the report, the sender, the receiver, when and how it is transmitted, and whether it is in US Message Text Format (USMTF).

7. Responsibilities. The JRS participants have specific responsibilities for monitoring, maintaining, and reviewing the JRS. These are outlined in Chapter III.

8. Change Procedures. Changes to the JRS may be proposed by any of the participants. Changes will be processed by the publication or report LA in accordance with CJCSI 5711.01, "Policy on Action Processing." Chapter IV outlines these procedures.

9. Report Description Format. Chapter VI details the format of a report description, a standard arrangement of paragraphs and headings for all reports in the JRS.

10. Anniversary Report. The Anniversary Report (ANNREP) requests inputs from both preparers and users of all joint reports to aid in the monitoring and review process. Instructions for the ANNREP are in Chapter VII.

11. <u>Message Text Formatting</u>. The DOD program to apply USMTF methodology to all reports includes the JRS. Such formatting will be accomplished in accordance with the procedures in JIEO (JTC3A) Circular 9000 and the Joint Pub 6-04 series (which will be revised in the CJCSI 5725 series of instructions). The message text formatting program is described in Chapter VIII.

12. <u>Temporary Report</u>. The Temporary Report (TEMPREP) was designed to be used when a one-time reporting requirement existed or when the urgency of the reporting requirement was such that formal coordination was not feasible. The availability of standardized reports in USMTF format, e.g., GENADMIN, has obviated the need for the TEMPREP.

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CHAPTER II

CONCEPT AND DESCRIPTION

1. <u>Features of the Joint Reporting Structure</u>

   a. The JRS satisfies:

   (1) The National Command Authorities (NCA) need for military information to perform their functions.

   (2) The JRS participants' need for a central catalog of recurring reports to support command decisions regarding military operations and minimize duplicative reporting.

   (3) The general need for standardization in reporting systems of the Joint Staff, combatant commands and subordinate joint forces, Services, and DOD agencies.

   (4) The need for central management and standard rules regarding the application of USMTF to reporting systems.

   b. The JRS provides:

   (1) A standard procedure to ensure coordination of changes to the JRS.

   (2) Standardized formats for report descriptions, executive summaries, and data transmission formats.

   (3) Standardized information element definitions, transaction codes, and report indicator codes.

   (4) Standardized formats for messages, sets, fields, and data elements associated with message text formatting.

2. <u>Concept</u>. The JRS reports are a major information source for the National Military Command System (NMCS). They provide information to the command centers of the NCA, Chairman of the Joint Chiefs of Staff, commanders of combatant commands and the subordinate joint force commanders, Defense agencies, and the Services. Thus, the JRS covers numerous functional areas, such as personnel, materiel and equipment status, operation and logistic planning, situation monitoring, and intelligence, as well as actual military operations and exercises.

3. <u>Description of the JRS Publications</u>

   a. <u>The Joint Pub 1-03 Series, JRS Reports</u>. The JRS is composed of multiple subordinate publications. Each publication contains descriptions of reports within similar functional areas.

The JRS reports described in these publications may contain supplemental instructions to handle unique reporting characteristics.

b.   Information Element Standards.   JRS participants will use standards established through the DOD standard data administration program.   See DOD Directives 5000.12M, 7750.5, 8320.1, and 8320.1M (Draft – issued as interim guidance).

CHAPTER III

PARTICIPANT RESPONSIBILITIES

1. <u>Director for Command, Control, Communications, and Computer Systems (J-6), Joint Staff</u>

    a. <u>General</u>. In matters relating to the JRS in general, the J-6, Joint Staff, has the responsibility to:

        (1) Coordinate changes and guidance for operation and maintenance of the JRS in accordance with this publication, CJCSI 5711.01, and Joint Publication 1-01.

        (2) Administer, publish, and maintain the JRS.

        (3) Monitor the overall effectiveness of the JRS and propose changes when necessary.

        (4) Be the central point of contact for all matters concerning the JRS and effect coordination between the participants in accordance with Chapter IV.

        (5) Be the LA for Joint Pub 1-03, "Joint Reporting Instructions (JRS) General Instructions."

        (6) Be the component data administrator within the Joint Staff.

    b. <u>JRS Reports</u>. In matters relating to JRS reports in the Joint Pub 1-03 series, the J-6, Joint Staff, has the responsibility to:

        (1) Determine the publication or report LA for an information requirement.

        (2) Coordinate reviews of JRS reports to ensure the reports continue to satisfy information needs and, where appropriate, to initiate additions, deletions, or modifications of reports.

        (3) Assign report indicators to all information requirements.

2. <u>JRS LAs</u>. Each JRS publication has an LA assigned. Reports in each publication also have an LA assigned. The publication LA and the report LA may not be the same.

    a. JRS publication LAs have the responsibility to:

        (1) Coordinate reviews of their JRS publications and related reports. Reviews will be completed on a 5-year cycle, as a minimum, beginning with the

effective date of the publication or the last change and recurring every 5 years upon completion of the most current review.

(2) Coordinate new reporting requirements within the areas of their publication and participate in the requirements validation process for JRS reports.

b. JRS report LAs have the responsibility to:

(1) Determine information requirements within their respective areas of responsibility and participate in the requirements validation process for JRS reports.

(2) Determine, before developing a new reporting requirement, whether such a requirement can be met through existing reports.

(3) Monitor the JRS report for adequacy and validity of data and initiate any necessary corrective action.

(4) Be the single point of contact for coordinating and processing changes to the report.

3. Services. The Services have the responsibility to:

a. Designate to the J-6 Directorate, Joint Staff, a point of contact within the Service headquarters for all matters concerning the JRS.

b. Review their own reporting systems. If changes to these systems affect the JRS, they must request the report and/or publication LA include approved changes in the JRS.

c. Determine, before issuing a new reporting requirement, whether such a requirement can be met through existing joint or Service reports.

d. Review JRS reports and forward proposals for changes to the Joint Pub 1-03 series to the publication LA, in accordance with Chapter IV.

e. Issue supplements at their discretion. Before publication, the Services will forward supplements to the publication or report LA for coordination.

f. Establish data administrators for Service-unique reporting systems.

4. Defense Agencies. The Directors, CIO, DISA, DIA, DLA, DMA, DNA, and NSA have the responsibility to:

a.   Review their existing reporting systems and forward to the J-6 Directorate, Joint Staff, the reports that are appropriate for inclusion in the Joint Pub 1-03 series.

b.   Designate to the J-6 Directorate, Joint Staff, a point of contact within the agency headquarters for all matters concerning the JRS.

c.   Review JRS reports and forward proposals for changes to the Joint Pub 1-03 series to the publication or report LA, in accordance with Chapter IV.

d.   Determine, before issuing a new reporting requirement, whether such a requirement can be met through existing joint or Service reports.

5.   <u>Commanders of Combatant Commands</u>.   Commanders of combatant commands have the responsibility to:

a.   Develop a single reporting structure that provides the information required by the NCA, Chairman of the Joint Chiefs of Staff, subordinate joint forces, and component commands and their headquarters.   Commanders should make maximum use of the JRS and existing Service reports.

b.   Monitor reporting requirements appearing in the Joint Pub 1-03 series and recommend changes for improvement to the publication or report LA.

c.   Where necessary, publish supplements to JRS publications.

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CHAPTER IV

CHANGE PROCEDURES

1. **General**

   a. Changes to the JRS may include policy, procedures, or instructions; new information requirements or data elements; or revisions or deletions of existing JRS publications or reports. Any one of the JRS participants may originate a change proposal to the Joint Pub 1-03 series.

   b. Changes are staffed by the publication or report LA, through the Joint Staff/J-6, as a CJCSI 5711.01 action. Changes are staffed with the Joint Staff/J-7/JDD before final approval, in accordance with Joint Pub 1-01.

2. **Urgent Reporting Requirements.** There may be occasions when information is required sooner than a change proposal can be staffed. The requesting office will coordinate the urgent requirement with the appropriate publication or report LA and the J-6 Directorate, Joint Staff; the requirement will be filled using an existing report or standardized report in USMTF, e.g., GENADMIN (see Chapter VI). Should this urgent requirement evolve into a recurring report, the requesting office will initiate a change procedure to formalize the report.

3. **Changes to Service Reports**

   a. The final responsibility for Service reports rests with the Service concerned. The change procedures set forth in this chapter are not intended to regulate the Service reporting systems.

   b. Information reported in Service-controlled reports may be made available to other organizations with the concurrence of the controlling Service. The Services will furnish information pertinent to joint plans or operations and information requirements of the NMCS.

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CHAPTER V

EXECUTIVE SUMMARIES

1. This chapter contains summaries of each report in the JRS. Each summary presents a brief description of the report, the sender, receiver, when and how it is transmitted, and whether it has a USMTF format.

2. Each report is identified by acronym, report symbol, and title.

3. <u>Guide to Abbreviations</u>
One asterisk (*) indicates reports under staffing.
ICP   Interface Change Proposal Pending.
JUH   JIEO (JTC3A) Handbook 9000, "Joint User Handbook."

4. <u>Report Summaries</u>

AAR   1-03.30-1 JOINT AFTER-ACTION REPORTING SYSTEM
             Provides the official description of an operation
             or exercise and identifies significant lesson(s)
             learned.
             FROM: Supported combatant command; supporting
                      combatant commands, Services, and agencies,
                      as directed.
             TO: Joint Staff/J-7, EAD.
             WHEN: Within 60 days after completing an
                      operation or exercise, not including
                      redeployments.
             HOW: Submitted in two formats. Joint Universal
                      Lessons Learned (JULLS) computer
                      program-generated data, delivered by mail,
                      courier, or WWMCCS Intercomputer Network
                      (WIN). Paper copy format delivered by mail
                      or courier.

ANNREP   1-03-7 ANNIVERSARY REPORTS REVIEW
             Facilitates monitoring and review of all joint
             reports.
             FROM: Joint Staff, combatant commands, Services,
                      and agencies.
             TO: Joint Staff (J6I).
             WHEN: 31 August, 1 year before the 5-year
                      anniversary review of the applicable
                      publication.
             HOW: Letter, message.

APORTSREP   1-03.25-1 AERIAL PORTS AND AIR OPERATING BASES
                        REPORT
             Provides airport operation characteristics.
             FROM: Combatant commands, supporting and
                      component commands, and Defense agencies.
             TO: DISA WASHINGTON DC //JNCP//.

```
          WHEN:    Quarterly (JAN, APR, JUL, OCT).
          HOW:     Defense Message System (DMS(AUTODIN)), data
                   format.

ASSETSREP   1-03.23-1  TRANSPORTATION ASSETS REPORT
          Reports availability of common-user sealift and
          airlift assets.
          FROM:    USCINCTRANS.
           TO:     DISA WASHINGTON DC //JNCP//
          WHEN:    Biennially, or within 90 days subsequent to
                   Joint Staff approval of Annex J to JSCP.
                   Approved changes that occur between
                   editions of Annex J will also be reported
                   within 90 days.
          HOW:     DMS(AUTODIN), data format.

BULLETIN    1-03.15-5  NATIONAL MILITARY JOINT INTELLIGENCE
                       CENTER BULLETIN
          Provide timely notification of fast-breaking
          real-world and exercise events that could have an
          immediate impact on US plans, operations,
          equipment, or personnel.
          FROM:    Joint Staff (J2).
           TO:     Defense Address Group (DAG) KODAV for
                   Special Intelligence (SI) traffic; selected
                   addressees in the Pentagon.
          WHEN:    Direction of Duty Director for Intelligence
                   in the National Military Joint Intelligence
                   Center.
          HOW:     Message and/or courier.
          USMTF:   NMJIC BULLETIN (JUH).

CEDREP      1-03.11-1  COMMUNICATIONS-ELECTRONICS DEPLOYMENT
                       REPORT
          Monitors movement and status of contingency
          communications equipment.
          FROM:    Equipment custodians.
           TO:     Joint Staff (J6) and Services.
          WHEN:    15 days after deployed on site.
          HOW:     Message; mail during MINIMIZE.

CEF         1-03.27-1  CIVIL ENGINEERING FILES
          Reports standard planning factors for civil
          engineering support plan of joint OPLANs.
          FROM:    USA, USN, USAF, USMC.
           TO:     Joint Staff.
          WHEN:    1 April or as changes occur.
          HOW:     Data format, hand delivered.

CEPODA      1-03.11-2  COMMUNICATIONS-ELECTRONICS
                       POST-DEPLOYMENT (A)
          Provides performance and utilization of contingency
          communications equipment from responsible custodian.
          FROM:    Equipment user.
```

TO: Joint Staff (J6), Services, DISA.
WHEN: 15 days after deployment ends.
HOW: Message; mail during MINIMIZE.

CEPODB   1-03.11-3 COMMUNICATIONS-ELECTRONICS
                     POST-DEPLOYMENT (B)
Reports performance and utilization of contingency
equipment from user.
FROM: Combatant commands, Services, and agencies.
TO: Joint Staff (J6).
WHEN: 15 days after deployment ends.
HOW: Message; mail during MINIMIZE.

CHSTRREP   1-03.24-1 CHARACTERISTICS OF TRANSPORTATION
                       RESOURCES REPORT
Provides planning factors and characteristics of
certain sea and air vehicles.
FROM: USCINCTRANS.
TO: Joint Staff (J3/J4).
WHEN: In conjunction with ASSETREP file
      information (biennially), or within 90 days
      subsequent to Joint Staff approval of any
      new or revised Annex J to JSCP.
HOW: DMS(AUTODIN), data format.

COMSPOT   1-03.10-2 COMMUNICATIONS SPOT REPORT
Provides near-real-time status information on a
serious degradation of the Defense Communications
System.
FROM: DISA.
TO: Joint Staff (J3/J6), combatant commands,
    Services, and agencies.
WHEN: When occurs.
HOW: DMS(AUTODIN).
USMTF: COMSPOT.

COMSTAT   1-03.10-1 COMMUNICATIONS STATUS REPORT
Provides a summary of significant status
information on Defense Communications System
elements.
FROM: DISA.
TO: Joint Staff (J3/J6), combatant commands,
    Services, and agencies.
WHEN: Daily as of 0800Z or as directed by the
      Joint Staff.
HOW: DMS(AUTODIN).
USMTF: GENADMIN.

CRAFREP   1-03.18-4 CIVIL RESERVE AIR FLEET SUMMARY REPORT
Reports status of Civil Reserve Air Fleet.
FROM: USCINCTRANS.
TO: AIG 932.
WHEN: As directed by Joint Staff.
HOW: Message.

CSADR   1-03.32-2   COMBAT SUPPORT AGENCY DIRECTOR'S REPORT
Provides a biennial appraisal of an agency's
responsiveness and readiness to support the
combatant commands. It consists of two parts--the
CSADR Narrative Report and the CSADR Detailed
Assessment. The Narrative Report summarizes
overall agency preparedness, in terms of JSCP
taskings, to support the combatant commands and it
documents the agency director's top 20
responsiveness or readiness shortfalls. The
Detailed Assessment is a data base of individual
concerns or deficiencies and of summary reports of
agency capability to support each CINC.

FROM: Combat support agencies.
  TO: AIG 951 (Narrative Report);
           Joint Staff, J-7/EAD (Detailed Assessment).
WHEN: Biennial (normally 31 December of odd
           years).
  HOW: (Narrative Report) Defense Message System
           (AUTODIN).
           (Detailed Assessment) WWMCCS data file or
           floppy disc.

CSPAR   1-03.31-2   CINC'S PREPAREDNESS ASSESSMENT REPORT
Provides a biennial appraisal of the unified and
specified commands to accomplish JSCP tasks within
the constraints of apportioned forces. It consists
of two parts--the CSPAR Narrative Report and the
CSPAR Detailed Assessment. The Narrative Report
summarizes overall preparedness in terms of JSCP
taskings and documents the CINC's top 20
preparedness shortfalls. The Detailed Assessment is
a data base of individual concerns and deficiencies
(ICADs) documenting specific capability shortfalls,
and CINC summary reports (CSRs) assessing overall
capability in particular warfare or functional
areas. CSRs are also included on each of the
combat support agencies, assessing their
responsiveness and readiness to support the
operating forces in time of war.

FROM: Combatant commands.
  TO: (Narrative Report) AIG 951.
           (Detailed Assessment) Joint Staff, J-7/EAD.
WHEN: Biennial (normally 15 August of odd years).
  HOW: (Narrative Report) Defense Message System
           (AUTODIN).
           (Detailed Assessment) WWMCCS data file.

DISUM   1-03.15-3   DAILY INTELLIGENCE SUMMARY
Provides daily analysis of actual or exercise
crisis situation and intelligence produced.

FROM: CINCs, Services, and DIA.
  TO: As appropriate.
WHEN: As directed.

HOW: Message.
USMTF: DISUM.

GEOREQ   1-03.19-1 SPECIFIED GEOLOCATION CODE REQUEST
             Standardizes data codes representing geographic
             locations of military installations.   Supports
             SORTS and others.
             FROM: Combatant commands, Services.
             TO: DISA WASHINGTON DC //JNCP//.
             WHEN: Changes occur; originator option.
             HOW: DMS(AUTODIN), data format.

INTELSITSUM 1-03.15-4 INTELLIGENCE SITUATION SUMMARY
             Provides periodic summaries of actual or exercise
             crisis situations that could affect US operations.
             FROM: DIA.
             TO: For real world crises:
                         1.   DAG KODAV for SI information only.
                         2.   Selected addresses in Washington,
                      D.C., by courier.
                      For exercises: AIGs and DAGs provided.
             WHEN: 1200Z and 2400Z when directed to the Duty
                      Director for Intelligence or the
                      Intelligence Task Force Commander.
             HOW: Message or courier.
             USMTF: INTELSITSUM (JUH).

JADREP   1-03.12-1 JOINT RESOURCE ASSESSMENT DATA BASE
                        REPORT
             Reports materiel status of static military
             resources.
             FROM: Combatant commands, Services.
             TO: DSSO (DISA WASHINGTON DC //JNGA//),
                      cognizant combatant commands, and Services.
             WHEN: Review annually, submit as changes occur.
             HOW: DMS(AUTODIN), data format or message.
             USMTF: ICP.

JCASREP*   1-03.17-2 JOINT CASUALTY REPORT
             Provides data on personnel strength and casualties
             under the operational control of a combatant
             commander.
             FROM: Services.
             TO: Joint Staff (J1).
             WHEN: By 0400Z as of 2359Z the day before.
             HOW: DMS(AUTODIN), immediate, free-form message
                      format.
             USMTF: GENADMIN (JUH).

JOPESREP   1-03.21   JOINT OPERATION PLANNING AND EXECUTION
                        REPORTING SYSTEM
             Provides time-phased force and deployment data
             (TPFDD) among the commands and agencies involved in
             joint planning and execution activities.

```
                    FROM:   Combatant commands, Services, and selected
                            DOD agencies.
                      TO:   Joint Staff (J3), combatant commands,
                            Services, and selected DOD agencies.
                    WHEN:   Situationally dependent.
                     HOW:   WWMCCS, DMS (AUTODIN), or appropriate
                            backup.

LOGFACREP       1-03.28-1  LOGISTIC FACTORS REPORT
                Provides data for Logistic Factor file in support
                of joint operation planning.
                    FROM:   USA, USN, USAF, USMC, DLA, CINCs.
                      TO:   Joint Staff (J4).
                    WHEN:   Annually.
                     HOW:   DMS(AUTODIN), data format.

MID             1-03.15-1  MILITARY INTELLIGENCE DIGEST
                Provides timely, finished intelligence regarding
                events that could have a significant effect on
                future planning and operations.
                    FROM:   DIA, combatant commands, Services.
                      TO:   For real world crises:
                            1.   For CONFIDENTIAL or SECRET:  current
                            AIG.
                            2.   DAG KODAV for SI information.
                            Releasable to Canada:  Combat
                            Communications Squad and National Defence
                            Headquarters, Ottawa.
                            For exercises:
                            1.   For CONFIDENTIAL or SECRET:  current
                            AIG.
                            2.   EXDAG for SI information.
                    WHEN:   By 2000Z each day when:
                            1.   Defense Condition (DEFCON) 3 or
                            higher is in effect or when significant
                            politico-military situations require.
                            2.   Directed by CJCS.
                            3.   Anytime reporting activity deems
                            appropriate.
                     HOW:   Message.

MOBREP*         1-03.17-1  MILITARY MANPOWER MOBILIZATION AND
                           ACCESSION STATUS REPORT
                Provides tabulated total force manpower data during
                periods of crises, emergencies, or exercises.
                    FROM:   Services.
                      TO:   Joint Staff (J1).
                    WHEN:   By 2359Z as of 1600Z.
                            1.   As directed by the Joint Staff.
                            2.   Automatically upon mobilization.
                     HOW:   DMS(AUTODIN), immediate, free-form message
                            format.
                   USMTF:   GENADMIN (JUH).
```

MUREP

1-03.18-7   MUNITIONS STATUS REPORT
Provides the ability to monitor critical munition items worldwide that affect warfighting capabilities during hostilities, emergencies, or exercises.
FROM: Combatant commands less USTRANSCOM and USSTRATCOM.
TO: Joint Staff (J4).
WHEN: By 0600Z as of 2400Z the day before:
    1.   DEFCON 2.
    2.   Directed by CJCS.
    3.   When considered appropriate by reporting commanders.
HOW: Immediate message.
USMTF: MUREP (JUH).

NICKA

1-03.19-4   CODEWORD, NICKNAME, AND EXERCISE TERM REPORT
Registers subject terms for use in WWMCCS.
FROM: Combatant commands, Services, and Defense agencies.
TO: Joint Staff (J36/CSOD).
WHEN: To register, change, or cancel nicknames.
HOW: DMS(AUTODIN), data format or hand deliver.

NUDETSUM

1-03.6-2   SUMMARY OF NUCLEAR DETONATIONS
Provides rapid reports of nuclear detonations outside of North America.
FROM: USCINCCENT, USELMNORAD, USACOM, USEUCOM, USPACOM, USSOUTHCOM.
TO: Per NORAD Manual 55-19, National Military Command Center, AIG 931.
WHEN: When occurring.
HOW: NORAD Forward Automated Reporting System (NFARS) voice and Message.
USMTF: NUDETSUM (JUH).

NUREP

1-03.7-1   NUCLEAR WEAPONS REPORTS
Describes the Nuclear Weapons Reporting System and prescribes the procedures for reporting nuclear weapon information for all DOD storage and operational custodial units.
FROM: Custodial sites.
TO: Defense Nuclear Agency.
WHEN: Daily (by exception).
HOW: DMS (AUTODIN).

OPREP-1

1-03.8-2   OPERATION(S) PLANNING REPORT
Describes plan for military operations for specific situations.
FROM: Commanders designated in implementer.
TO: As designated in implementer.
WHEN: As specified in implementer.
HOW: Message.

OPREP-2   1-03.8-2   OPERATION(S) START REPORT
           Executes a plan (fragmentary order) that advises
           start of operations in response to OPREP-1.
           FROM: Commanders designated in implementer.
             TO: As designated in implementer.
           WHEN: As specified in implementer.
            HOW: Message.

OPREP-3   1-03.6-1   OPERATION(S) EVENT/INCIDENT REPORT
           Forwards incidents and events of potential
           national-level interest.
           FROM: Commanders designated in implementer.
             TO: As designated in implementer.
           WHEN: As specified in implementer.
            HOW: Message.
           USMTF: OPREP-3 (JUH).

OPREP-4   1-03.8-2   OPERATION(S) STOP/RESULTS REPORT
           Reports completion of an operation and
           quick-response results.
           FROM: Commanders designated in implementer.
             TO: As designated in implementer.
           WHEN: As specified in implementer.
            HOW: Message.

OPREP-5   1-03.8-2   OPERATIONS SUMMARY REPORT
           Summarizes an operation upon completion.
           FROM: Commanders designated in implementer.
             TO: As designated in implementer.
           WHEN: As specified in implementer.
            HOW: Message.

POLCAP   1-03.18-2   BULK PETROLEUM CAPABILITIES REPORT
           Provide current data on petroleum operations and
           contingency support capabilities for a specific
           theater or country.
           FROM: Theater combatant commands.
             TO: AIG 935.
           WHEN: 1 May of each year or as directed by Joint
                    Staff.
            HOW: Priority message.

PORTSREP   1-03.26-1   PORT CHARACTERISTICS REPORT
           Provides characteristics of selected ports.
           FROM: USN, USTRANSCOM.
             TO: Joint Staff (J3/J4).
           WHEN: Quarterly (JAN, APR, JUL, OCT).
            HOW: DMS(AUTODIN), data format.

RECON-1   1-03.9-3   RECONNAISSANCE NICKNAME REPORT
           Registers nicknames for all reconnaissance
           operations.
           FROM: Combatant commands.

TO: JOINT STAFF WASHINGTON DC //J-3/JRC//,
       JOINT RECONNAISSANCE CENTER WASHINGTON DC.
WHEN: New nickname activated or existing nickname
       changed/deleted.
HOW: DMS(AUTODIN), data format.
USMTF: RECON-1 (JUH).

RECON-2   1-03.9-4   RECONNAISSANCE TRACK REPORT
Provides details on reconnaissance track objectives.
FROM: Combatant commands.
TO: JOINT STAFF WASHINGTON DC //J-3/JRC//,
       JOINT RECONNAISSANCE CENTER WASHINGTON DC.
WHEN: Additions, deletions, and changes.
HOW: DMS(AUTODIN), data format.
USMTF: RECON-2 (JUH).

RECON-3   1-03.9-5   RECONNAISSANCE SCHEDULING REPORT
Provides details of monthly peacetime
reconnaissance schedules.
FROM: Combatant commands.
TO: JOINT STAFF WASHINGTON DC //J-3/JRC//,
       JOINT RECONNAISSANCE CENTER WASHINGTON DC.
WHEN: 15th day of month before.
HOW: DMS(AUTODIN), data format.
USMTF: RECON-3 (JUH).

RECON-4   1-03.9-6   RECONNAISSANCE MISSION FOLLOWING REPORT
Provides notice of reconnaissance mission
launch/recovery.
From: Combatant commands.
To: JOINT STAFF WASHINGTON DC //J-3/JRC//,
       JOINT RECONNAISSANCE CENTER WASHINGTON DC.
WHEN: Within 15 minutes of launch or recovery
       event occuring.
HOW: DMS(AUTODIN), data format.

REPOL   1-03.18-1 BULK PETROLEUM CONTINGENCY REPORT
Reports current inventory and deficiencies
affecting bulk petroleum, oil, and lubricant (POL)
supplies, storage, and distribution during periods
of increased tension.
FROM: Combatant commands, Defense Fuel Supply
       Center, and USAF.
TO: AIG 935.
WHEN: Every 48 hours during DEFCON 1. Twice
       yearly under peacetime conditions.
HOW: Immediate message (DEFCON 1).
       Routine message (peacetime).
USMTF: REPOL (JUH).

SEV   1-03.7-4   STOCKPILE EMERGENCY VERIFICATION
Determines validity of suspected loss of nuclear
weapons and components.

```
            FROM:    Reporting units, Service logistic agencies,
                     inventory control locations.
              TO:    DNA.
            WHEN:    When initiated by Joint Staff.
            HOW:     Voice or message.
```

SIR   1-03.7-5   SEMIANNUAL INVENTORY REPORT
            Reconciles DOD, Department of Energy (DOE), DNA,
            combatant commander, and Service records with
            physical inventories.
```
            FROM:    Custodians.
              TO:    DNA, combatant commands, Services.
            WHEN:    Semiannually.  Report month varies by
                     command.
            HOW:     DMS(AUTODIN).
```

SITREP   1-03.8-1   COMMANDER'S SITUATION REPORT
            Keeps the NCA, Chairman of the Joint Chiefs of
            Staff, combatant commanders, and Services apprised
            of combatant commander's significant events,
            intelligence, force disposition, etc., and assesses
            overall situation. Also submitted semiannually by
            combatant commanders.
```
            FROM:    Combatant commands, Services, and agencies.
              TO:    AIG 933.
            WHEN:    DEFCON 4 and 5:  Daily as of 2400Z, as
                     required by the situation, or as directed
                     by CJCS.
            HOW:     Message.
           USMTF:    SITREP (JUH).
            FROM:    Joint Staff.
              TO:    AIG 7044.
            WHEN:    DEFCON 4 and 5:  As required by situation.
            HOW:     Message.
           USMTF:    SITREP (JUH).
            FROM:    Combatant commands, Services, and agencies.
              TO:    AIG 934.
            WHEN:    DEFCON 1-3:  Daily as of 2400Z.
            HOW:     Message.
           USMTF:    SITREP (JUH).
            FROM:    Joint Staff.
              TO:    AIG 7045.
            WHEN:    DEFCON 1-3:  As required by situation.
            HOW:     Message.
           USMTF:    SITREP (JUH).
```

SORTSREP   1-03.3   STATUS OF RESOURCES AND TRAINING SYSTEM
                      JOINT REPORT
            Provides the National Command Authorities with
            authoritative identity, location, and resource
            information on operational units of the Armed
            Forces.
```
            FROM:    Combatant commands, Services, major
                     commands, or subordinate units.
```

                    TO: Joint Staff (J3), combatant commands,
                            Services, and major commands.
                    WHEN: As changes occur.
                    HOW: DMS(AUTODIN) or WWMCCS Information System
                            Message.
                    USMTF: SORTSREP.

SPIREP   1-03.15-2 SPOT INTELLIGENCE REPORT
                Reports intelligence of immediate significant
                impact.
                    FROM: Combatant commands, Services.
                    TO: AIG 930.
                    WHEN: When occurring.
                    HOW: Message, voice to NMCC if very urgent.
                    USMTF: SPIREP (JUH).

TEDREP   1-03.22-1 TYPE UNIT EQUIPMENT DETAIL REPORT
                Provides data for the Type Unit Equipment Detail
                (TUDET) file.
                    FROM: USA, USN, USAF, USMC.
                    TO: DISA WASHINGTON DC //JNCP//.
                    WHEN: Quarterly validation, as required.
                    HOW: DMS(AUTODIN), data format or hand delivered.

TUCHAREP   1-03.29.1 TYPE UNIT CHARACTERISTICS REPORT
                Registers standard codes for military organizations
                and compiles transportation data.
                    FROM: Combatant commands, Services, and agencies.
                    TO: DISA WASHINGTON DC //JNCP//.
                    WHEN: 1. A new organization requires
                            identification.
                            2. Revised organization data, within 30
                            days of revision.
                            3. Organization deleted from force
                            structure.
                            4. Quarterly by 20th of Mar, Jun, Sep, Dec.
                    HOW: WIN terminal, data record, or hand carried.

WSR   1-03.7-2   WEAPONS STATUS REPORT
                Provides data on nuclear warheads and war reserve
                components of nuclear weapons.
                    FROM: Custodians.
                    TO: DNA, combatant commands, Services.
                    WHEN: DEFCON 4 and 5: Daily by 1200L for the day
                            before, if changes occurred.
                    HOW: Message.

WSR-EMERG   1-03.7-3   WEAPONS STATUS REPORT-EMERGENCY
                Establishes nuclear weapons reporting procedures
                during increased readiness.
                    FROM: Custodians.
                    TO: DNA, combatant commands, Services.

WHEN: When declared by the CJCS: Twice daily by
        0500L and 1700L as of 0100L and 1300L,
        respectively, for the day before, if
        changes occurred.
HOW: Immediate message.

WSR-EXER   1-03.7-3   WEAPONS STATUS REPORT-EXERCISE
Establishes nuclear weapons reporting procedures
during increased readiness in exercises.
FROM: Custodians.
  TO: DNA, combatant commands, Services.
WHEN: When declared by the CJCS: Twice daily by
        0500L and 1500L as of 0100L and 1300L,
        respectively, for prior day, if changes
        occurred.
HOW: Immediate message.

CHAPTER VI

REPORT DESCRIPTION FORMAT

1. <u>General</u>. Align all reports in the JRS in the standard
arrangement shown below.

PUBLICATION NUMBER
CHAPTER NUMBER
REPORT TITLE
SHORT TITLE
(The short title is an acronym formed from the report title)
REPORT IDENTIFICATION SYMBOL
(The report identification symbol is determined from the
publication and chapter number in which the report
appears. For example, "1-03.11-3" would identify
"Communications-Electronics," and the third chapter.)

2. <u>Format</u>. Describe the details of the report thoroughly with
concise entries under each of the paragraph headings numbered
and highlighted below.

1. **<u>Subject and Purpose</u>**. Provide a brief description of
the nature and purpose of the report, indicate implementing
authority or reference for the report.

2. **<u>Submitted By</u>**. Indicate the agencies or organizations
required to submit the report.

3. **<u>Submitted To</u>**. Indicate the organizations or agencies
to which the report is made, subdivided into action and
information addressees, as required.

4. **<u>When Submitted</u>**. Indicate whether reporting is by
exception, as required, or on a regular basis. If the
latter, indicate the exact time of day when applicable.
Indicate any connections of reporting with DEFCON level.

5. **<u>How Submitted</u>**

a. **<u>Classification</u>**. Indicate appropriate
classification and declassification of reports when
they can be determined in advance; otherwise, the
submitting agency may be required to determine the
proper classification and declassification.

b. **<u>Transmission</u>**. Indicate the primary and alternate
methods of report submission, i.e., DMS(AUTODIN),
telephone, or mail.

c. **<u>Precedence</u>**. Indicate the desired precedence
according to type of report and urgency of reported
data. This precedence should be determined in
relationship to all other traffic.

d. **MINIMIZE**. State whether the report should be submitted if MINIMIZE is in effect. If reporting during MINIMIZE is conditional, state the exact circumstances under which reports will continue to be electrically transmitted. Policy concerning MINIMIZE is contained in Chapter 3, Section VII, ACP 121, US Supplement 1.

6. **Report Indicator**. The J-6 Directorate will assign a two-character report indicator code to each report to facilitate automated transmission and processing of the report. Identifications will be assigned to nonautomated as well as automated reports in order to provide for possible future automation.

7. **Specific Reporting Instructions**. Provide information on specific data to be reported, including any special notes or instructions that may be applicable. Include any specialized definitions of information elements.

8. **Report Content**. (Optional) Provide data formats and examples of fixed entries required for automated reports. For narrative-type reports, indicate any paragraph headings or numbers to be used.

9. **Sample Report**. (Optional) Provide a sample of what an actual report should look like where deemed useful for guidance to agencies that will be submitting or receiving reports. These samples should include complete identification and body of the report but may omit addressing information.

CHAPTER VII

ANNIVERSARY REPORT
(Short Title--ANNREP)
Joint Pub 1-03-7

1. Subject and Purpose. To provide regular inputs from both preparers and users of all JRS reports in order to aid in the JRS reports monitor and review process outlined in Chapter III of this publication. These reports, which supplement JRS change proposals, will contribute to the following goals:

    a. Reduction of information elements contained in JRS reports.

    b. Reduction of information duplication among different JRS reports.

    c. Reduction, when possible, of the total number of different joint reports.

    d. Updating and maintenance of report addressees and address indicator groups (AIGs).

    e. Validation of information requirements and verification of reporting intervals.

    f. Usefulness of information being reported.

2. Submitted By

    a. Commanders of the combatant commands for all JRS reports for which they are preparers or recipients, including exercise reports.

    b. The Services, for JRS reports for which Service headquarters are recipients, including exercise reports.

    c. Joint Staff directorates and Defense agencies for all JRS reports for which an element of the directorate or agency is a user of information provided by the report.

3. Submitted To. C4 Architecture and Integration Division (J6I), 6000 Joint Staff Pentagon, Washington, D.C. 20318-6000.

4. When Submitted. Submitted by 30 September, with an "as of" date of 31 August, 1 year before the 5-year anniversary revision to Joint Pub 1-03, "General Instructions." (See Joint Pub 1-01.) Negative reports are required.

5. How Submitted

    a. Classification. As determined by the originator.

b. <u>Method of Transmission</u>. Letter or message.

6. <u>Report Indicator</u>. "XY."

7. <u>Specific Reporting Instructions</u>. Narrative.

8. <u>Report Content</u>. Reviews should address but not be limited to the following items:

   a. Report title, part, and chapter.

   b. State whether report content is:

      (1) Adequate for stated purpose.

      (2) Overly detailed; which specific data should be eliminated or summarized.

      (3) Insufficiently detailed for stated purpose (propose specific change).

      (4) Redundant to another joint or Service report or to one in an allied reporting system? Which one? Which report or portion of a report should be eliminated?

   c. State whether the report format is appropriate.

      (1) If narrative, should the report or a portion of it be designed for either data record (card image) formats or for message text formats? Why?

      (2) If data formatted, but not to DOD standards, should formats be revised? Why?

      (3) If data formatted, should the report or a portion of it be converted to narrative or to message text formats? Why?

   d. Addressees. Recommend additions or deletions. Review AIG composition for completeness, unnecessary addressees, or overlap. Recommend changes that would eliminate receipt of the same information from various sources.

   e. Precedence. Review for continued applicability. Could precedence be lowered during major exercises and crisis situations?

   f. Method of Transmission. Can report be sent by mail rather than by message? During which periods?

   g. When Submitted

      (1) Is receipt of information timely? Is it often delayed? Why? Is report submission time realistic? Propose and substantiate change.

(2) Is report being submitted too often or not often enough? Propose and substantiate change.

h. Understandable. Are the reporting instructions easily comprehended by the personnel having to use them? Identify difficulties and propose change.

9. <u>Sample Report</u>. None.

10. <u>General</u>

a. All JRS reports will be reviewed, as provided for above, with no exceptions.

b. Combatant commanders are encouraged to conduct Anniversary Report reviews of their own reporting structures, Service publications, and Service supplemental instructions to JRS reports. Such reviews could significantly contribute to the review of the JRS reports.

c. Change proposals and suggested improvements to the JRS on an "as occurring" basis, as prescribed in Chapter IV of this volume, are encouraged.

d. Every input resulting from the Anniversary Report review will be reviewed by the appropriate publication or report LA. Resultant proposed changes to the JRS will then be staffed and coordinated according to procedures established in Chapter IV. Information copies of inputs to the Anniversary Report review will be provided to the publication or report LAs.

e. All concerned will be advised of the disposition of proposed changes.

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CHAPTER VIII

US MESSAGE TEXT FORMATTING PROGRAM

1. <u>Introduction</u>. The term "message text formatting" refers to the conversion of military reports to formats that are common to all US defense organizations and compatible with NATO reports. The USMTF program improves interoperability by:

   a. Producing messages that can be read by humans and processed by machines.

   b. Reducing the time and effort required to draft, transmit, analyze, interpret, and process messages.

   c. Improving information exchange through vocabulary control.

   d. Providing uniform reporting procedures to be used across the range of military options.

   e. Facilitating exchange of information between the US and allied commands; reducing or eliminating dual reporting by US units when they operate with allied commands or units or after their change of operational control to allied nations or organizations.

   f. Providing, through the Joint Pub 6-04 series and Joint Pub 3-56.24, the management and documentation for these standards.

2. <u>Responsibilities</u>

   a. Overall responsibility for converting JRS reports to USMTF is vested in the publication or report LA.

   b. The J-6 Directorate monitors these conversion efforts to ensure:

      (1) Compliance with the USMTF program.

      (2) That US and allied interoperability requirements are considered and reflected to the greatest possible extent.

      (3) That the conversion effort is coordinated with the DOD Data Element Standardization Program.

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APPENDIX A

INDEXES FOR REPORTING INSTRUCTIONS

1. <u>General</u>. The three JRS indexes listed in the annexes to this appendix are used to locate reporting instructions contained in the JRS.

2. <u>Organizational Index</u>. Annex A lists the JRS publication titles.

3. <u>Short Title Index</u>. Annex B lists the JRS reports by an acronym or short title, in alphabetical order. It also lists the report identification (ID) symbol, which shows the publication and chapter of the JRS where the report description is located.

4. <u>Report Indicator Code Index</u>. Annex C lists report indicator codes along with the report title and short title. Not all reports need report indicator codes, only those using 80-character file formats.

5. <u>Guide to Codes</u>

    **   Reports Under Staffing

    *** "TU" will be used only in error messages (data record type "ZE") associated with TYPREP "F" data records.

   **** The J-6 Directorate will assign a report indicator for the report and include it in the implementing instructions. This report indicator code will be used for the purpose of report management.

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APPENDIX A

ANNEX A

ORGANIZATIONAL INDEX

PUB LA	CJCS INST #	TITLE
1-03 J-6	3150.01	GENERAL INSTRUCTIONS
1-03.3 J36	3150.02	STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)
1-03.6 J-3	3150.03	EVENT/INCIDENT REPORTS
1-03.7 DNA/NOSM	3150.04	NUCLEAR WEAPONS REPORTS
1-03.8 J-3	3150.05	SITUATION MONITORING
1-03.9 J-3	3150.06	RECONNAISSANCE
1-03.10 J-6	3150.07	COMMUNICATIONS STATUS
1-03.11 J-6	3150.08	COMMUNICATIONS-ELECTRONICS
1-03.12 DISA	3150.09	MILITARY INSTALLATION STATUS Joint Resource Assessment Data Base Report
1-03.13 DISA	3150.10	MILITARY INSTALLATION STATUS Joint Resource Assessment Data Base Record Format and Data Field Codes
1-03.14 DISA	3150.11	MILITARY INSTALLATION STATUS Joint Resource Assessment Data Base Handbook
1-03.15 DIA/J-2	3150.28	INTELLIGENCE
1-03.17 J-1	3150.13	JOINT PERSONNEL REPORTING
1-03.18 J-4	3150.14	LOGISTICS

1-03.19 J-3	3150.15 3150.29	CODEWORD, NICKNAME, AND EXERCISE TERM REPORT (Formerly GENERAL USE/MISCELLANEOUS)
1-03.21 J-3	3150.16	JOINT OPERATION PLANNING AND EXECUTION SYSTEM REPORTING STRUCTURE (JOPESREP)
1-03.22 J-3	3150.17	TYPE UNIT EQUIPMENT DETAIL REPORT
1-03.23 J-4	3150.18	TRANSPORTATION ASSETS REPORT
1-03.24 J-4	3150.19	CHARACTERISTICS OF TRANSPORTATION RESOURCES REPORT
1-03.25 J-3	3150.20	AERIAL PORTS AND AIR OPERATING BASES REPORT
1-03.26 J-3	3150.21	PORT CHARACTERISTICS REPORT
1-03.27 J-4	3150.22	CIVIL ENGINEERING FILES
1-03.28 J-4	3150.23	LOGISTIC FACTORS REPORT
1-03.29 J-3	3150.24	TYPE UNIT CHARACTERISTICS REPORT
1-03.30 J-7	3150.25	JOINT AFTER-ACTION REPORT SYSTEM
1-03.31 J-7	3150.26	PREPAREDNESS EVALUATION SYSTEM (PES)
1-03.32 J-7	3150.27	COMBAT SUPPORT AGENCY ASSESSMENT SYSTEM (CSAAS)

APPENDIX A

ANNEX B

SHORT TITLE INDEX

SHORT TITLE	ID SYMBOL	REPORT TITLE
AAR	1-03.30-1	JOINT AFTER-ACTION REPORTING SYSTEM
ANNREP	1-03-7	ANNIVERSARY REPORTS REVIEW
APORTSREP	1-03.25-1	AERIAL PORTS AND AIR OPERATING BASES REPORT
ASSETSREP	1-03.23-1	TRANSPORTATION ASSETS REPORT
BULLETIN	1-03.15-5	NATIONAL MILITARY JOINT INTELLIGENCE CENTER BULLETIN
CEDREP	1-03.11-1	COMMUNICATIONS-ELECTRONICS DEPLOYMENT REPORT
CEF	1-03.27-1	CIVIL ENGINEERING FILES
CEPODA	1-03.11-2	COMMUNICATIONS-ELECTRONICS POST-DEPLOYMENT (A)
CEPODB	1-03.11-3	COMMUNICATIONS-ELECTRONICS POST-DEPLOYMENT (B)
CHSTRREP	1-03.24-1	CHARACTERISTICS OF TRANSPORTATION RESOURCES REPORT
COMSPOT	1-03.10-2	COMMUNICATIONS SPOT REPORT
COMSTAT	1-03.10-1	COMMUNICATIONS STATUS REPORT
CRAFREP	1-03.18-4	CIVIL RESERVE AIR FLEET SUMMARY REPORT
CSADR	1-03.32-2	COMBAT SUPPORT AGENCY DIRECTOR'S REPORT
CSPAR	1-03.31-2	CINC'S PREPAREDNESS ASSESSMENT REPORT
DISUM	1-03.15-3	DAILY INTELLIGENCE SUMMARY
GEOREQ	1-03.19-1	SPECIFIED GEOLOCATION CODE REQUEST
INTELSITSUM	1-03.15-4	INTELLIGENCE SITUATION SUMMARY
JADREP	1-03.12-1	JOINT RESOURCE ASSESSMENT DATA BASE REPORT

JCASREP*	1-03.17-2	JOINT CASUALTY REPORT
JOPESREP	1-03.21	JOINT OPERATION PLANNING AND EXECUTION REPORTING SYSTEM
LOGFACREP	1-03.28-1	LOGISTIC FACTORS REPORT
MID	1-03.15-1	MILITARY INTELLIGENCE DIGEST
MOBREP*	1-03.17-1	MILITARY MANPOWER MOBILIZATION AND ACCESSION STATUS REPORT
MUREP	1-03.18-7	MUNITIONS STATUS REPORT
NICKA	1-03.19-4	CODEWORD, NICKNAME, AND EXERCISE TERM REPORT
NUDETSUM	1-03.6-2	SUMMARY OF NUCLEAR DETONATIONS
NUREP	1-03.7-1	NUCLEAR WEAPON REPORTS
OPREP-1	1-03.8-2	OPERATION(S) PLANNING REPORT
OPREP-2	1-03.8-2	OPERATION(S) START REPORT
OPREP-3	1-03.6-1	OPERATION(S) EVENT/INCIDENT REPORT
OPREP-4	1-03.8-2	OPERATION(S) STOP/RESULTS REPORT
OPREP-5	1-03.8-2	OPERATION(S) SUMMARY REPORT
POLCAP	1-03.18-2	BULK PETROLEUM CAPABILITIES REPORT
PORTSREP	1-03.26-1	PORT CHARACTERISTICS REPORT
RECON-1	1-03.9-3	RECONNAISSANCE NICKNAME LOG REPORT
RECON-2	1-03.9-4	RECONNAISSANCE TRACK DICTIONARY REPORT
RECON-3	1-03.9-5	RECONNAISSANCE MISSION SCHEDULE REPORT
RECON-4	1-03.9-6	RECONNAISSANCE MISSION FOLLOWING REPORT
REPOL	1-03.18-1	BULK PETROLEUM CONTINGENCY REPORT
SEV	1-03.7-4	STOCKPILE EMERGENCY VERIFICATION
SIR	1-03.7-5	SEMIANNUAL INVENTORY REPORT
SITREP	1-03.8-1	COMMANDER'S SITUATION REPORT
SORTS	1-03.3	STATUS OF RESOURCES AND TRAINING SYSTEM REPORT

SPIREP	1-03.15-2	SPOT INTELLIGENCE REPORT
TEDREP	1-03.22-1	TYPE UNIT EQUIPMENT DETAIL REPORT
TUCHAREP	1-03.29.1	TYPE UNIT CHARACTERISTICS REPORT
WSR	1-03.7-2	WEAPONS STATUS REPORT
WSR-EMERG	1-03.7-3	WEAPONS STATUS REPORT-EMERGENCY
WSR-EXER	1-03.7-3	WEAPONS STATUS REPORT-EXERCISE

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* Reports under staffing

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APPENDIX A

ANNEX C

REPORT INDICATOR CODE INDEX

REPORT INDICATOR CODE	ACRONYM CODE	REPORT TITLE
BP	CEF	CIVIL ENGINEERING FILES
CH	CHSTRREP	CHARACTERISTICS OF TRANSPORTATION RESOURCES REPORT
CJ	CEDREP	COMMUNICATIONS-ELECTRONICS DEPLOYMENT REPORT
CK	CEPODA	COMMUNICATIONS-ELECTRONICS POST-DEPLOYMENT (A)
CL	CEPODB	COMMUNICATIONS-ELECTRONICS POST-DEPLOYMENT (B)
CR	CRAFREP	CIVIL RESERVE AIR FLEET SUMMARY REPORT
CT	COMSTAT	COMMUNICATIONS STATUS REPORT
CX	COMSPOT	COMMUNICATIONS SPOT REPORT
DI	DISUM	DAILY INTELLIGENCE SUMMARY
DO	DODID	DOD INTELLIGENCE DIGEST
FS	SORTSREP	STATUS OF RESOURCES AND TRAINING REPORT
GO	GEOREQ	SPECIFIED GEOLOCATION CODE REQUEST
IN	OPREP-3	EVENT/INCIDENT REPORT
JD	JADREP	JOINT RESOURCE ASSESSMENT DATA BASE REPORT
JT	ASSETSREP	TRANSPORTATION ASSETS REPORT
LI	LOGFACREP	LOGISTIC FACTORS REPORT
MR	MUREP	MUNITIONS STATUS REPORT
NB	BULLETIN	NATIONAL MILITARY JOINT INTELLIGENCE CENTER BULLETIN

NC	NUREP	NUCLEAR WEAPON REPORTS
ND	NUDETSUM	SUMMARY OF NUCLEAR DETONATIONS
NN	NICKA	CODEWORD, NICKNAME, AND EXERCISE TERM REPORT
OB	APORTSREP	AERIAL PORTS AND AIR OPERATING BASES REPORT
OP	OPREP-1	OPERATION(S) PLANNING REPORT
OP	OPREP-2	OPERATION(S) START REPORT
OP	OPREP-4	OPERATION(S) STOP/RESULTS REPORT
OP	OPREP-5	OPERATION(S) SUMMARY REPORT
PC	PORTSREP	PORT CHARACTERISTICS REPORT
PI	INTELSITSUM	INTELLIGENCE SITUATION SUMMARY
PL	POLCAP	BULK PETROLEUM CAPABILITIES REPORT
PO	REPOL	BULK PETROLEUM CONTINGENCY REPORT
RE	RECON-1	RECONNAISSANCE NICKNAME LOG REPORT
RE	RECON-2	RECONNAISSANCE TRACK DICTIONARY REPORT
RE	RECON-3	RECONNAISSANCE MISSION SCHEDULE REPORT
RE	RECON-4	RECONNAISSANCE MISSION FOLLOWING REPORT
SP	SPIREP	SPOT INTELLIGENCE REPORT
SR	SITREP	COMMANDER'S SITUATION REPORT
TQ	TEDREP	TYPE UNIT EQUIPMENT DETAIL REPORT
TU***	TUCHAREP	TYPE UNIT CHARACTERISTICS REPORT
XY	ANNREP	ANNUAL REPORTS REVIEW

Reports Not Requiring Report Indicator Codes

AAR	JOINT AFTER-ACTION REPORTING SYSTEM
CSADR	COMBAT SUPPORT AGENCY DIRECTOR'S REPORT
CSPAR	CINC'S PREPAREDNESS ASSESSMENT REPORT
JCASREP	JOINT CASUALTY REPORT

MOBREP	MILITARY MANPOWER MOBILIZATION AND ACCESSION STATUS REPORT
SEV	STOCKPILE EMERGENCY VERIFICATION
SIR	SEMIANNUAL INVENTORY REPORT
WSR	WEAPONS STATUS REPORT
WSR-EMERG	WEAPONS STATUS REPORT-EMERGENCY
WSR-EXER	WEAPONS STATUS REPORT-EXERCISE

***   "TU" will be used only in error messages (data record type "ZE") associated with TYPREP "F" records.

****   The J-6 Directorate will assign a report indicator for the report and include it in the implementing instructions. This report indicator code will be used for the purpose of report management.

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APPENDIX B

DESCRIPTIONS OF INFORMATION ELEMENTS

1. Need for Consistency. To ensure minimum burden on report
originators, the information content in all JRS reports should
be identified in a consistent manner. This need for
consistency is reinforced by the fact that many JRS reports are
interrelated in report origination, transmission (common
communications processing), or terminal processing (data base
interactions or command center correlations).

2. Types of Reports Involved. The achievement of consistency
in reporting is complicated by the fact that there are three
basically different types of reports in the JRS:

   a. Automated Reports. These are formatted reports that
   feed into automated data bases either directly from
   communications lines or through batch processing updates.
   Example: SORTSREP.

   b. Narrative Reports. These are free-text prose reports
   intended for command center use and not usually associated
   with automated data bases. Example: SPIREP.

   c. Semi-Formatted Reports. These reports are formatted to
   the extent that certain information always appears under
   the same paragraph or subparagraph headings for ease of
   entry into an automated data base--at the same time they
   are easily understood by command center personnel.
   Example: OPREP-4.

3. Composition of Information in Reports. The term
"information element" is used interchangeably with the term
"information field" as a descriptive name for a discrete amount
of information to be reported. The information element or
field may consist of one information item or a combination of
information items that are usually placed in a logical
unvarying sequence within an information element.

   a. Information in Automated Reports. Information items
   used in automated systems are usually rigidly coded to
   compactly transmit and process the data. In this form,
   these items are commonly referred to as data codes, usually
   arranged in tables of legal values or code tables. Code
   tables used in the Joint Pub 1-03 series will appear in the
   individual reporting systems. Standard code tables that
   are very large need not be repeated in the various chapters
   of a publication within the Joint Pub 1-03 series; rather,
   reference may be made in the appropriate instructions to
   the source of standard data elements (i.e. code tables in
   the appropriate chapter of the Joint Pub 1-03 series; DOD
   program; or those in applicable WWMCCS standard support
   files).   B-1

b. _Information in Narrative Reports_. Information items used in narrative information systems are not usually placed in any particular sequence. Occasionally, some very common and clearly understood codes and abbreviations may be used, for which tables are not necessary.

c. _Information in Semi-Formatted Reports_. Information items used in these reports designed for both the automated and command center environment are not usually coded but are frequently abbreviated. They are normally arranged in a logical unvarying way as parts of an information element. Information elements may be separated by virgules (/) or spaces in non-USMTF reports from other information elements contained in the same report. NOTE: This is system specific. Any codes or abbreviations used must be easily understood by both humans and machines in order for these reports to be useful in a dual environment.

4. _Definitions in This Appendix_

a. JRS reports may contain information element definitions common to two or more reporting systems including all three types noted above.

b. The following are selected definitions common to two or more JRS reports. NOTE: The examples are not USMTF formatted.

(1) _Military Date_. The military date will be expressed as day, month, and year. The date 3 January 1993 would be reported in narrative as 03 Jan 93 and in a data field as /0/3/J/A/N/9/3/.

(a) _Full DATE-TIME_. The full DATE-TIME will be expressed as day, time (GMT 0001 to 2400), month, and year. The full DATE-TIME would be reported in narrative as 031215Z Jan 93 and in a data field as /0/3/1/2/1/5/Z/J/A/N/9/3/.

(b) _Abbreviated DATE-TIME_. The abbreviated DATE-TIME consists of the first seven characters of the full DATE-TIME. The abbreviated DATE-TIME would be reported in narrative as 031215Z and in a data field as /0/3/1/2/1/5/Z/.

(c) _Begin/Depart/Launch DATE-TIME (Actual or Planned)_. The full or abbreviated DATE-TIME of the initiation of a ground, sea, or air operation.

(d) _End/Arrival/Closure DATE-TIME (Actual or Planned)_. The full or abbreviated DATE-TIME of the termination of a ground, sea, or air operation phase.

(e) <u>Incident/Loss DATE-TIME</u>. The full DATE-TIME an incident or loss occurs.

(f) <u>Report-as-of-DATE-TIME</u>. The full DATE-TIME representing the cutoff point for the data being reported.

(g) <u>Base DATE-TIME</u>. The abbreviated DATE-TIME that a generation, launch, mission plan execution, etc., was directed for military forces.

(h) <u>DATE-TIME Over Target</u>. The abbreviated DATE-TIME over a target that a strike flight employs weapons, a reconnaissance (RECCE) flight makes observations, a signals intelligence (SIGINT) flight intercepts a signal, etc.

(2) <u>Elapsed Time</u>. The number of hours and minutes elapsed since a specified base DATE-TIME reference. Expressed using three numeric characters for hours and two numeric characters for minutes.
Narrative example: 01216 represents 12 hours and 16 minutes elapsed from a base DATE-TIME.
Data field example: /0/1/2/1/6/

(a) <u>Flight Time to Target</u>. Elapsed time from the launch DATE-TIME to the DATE-TIME over target.

(b) <u>Total Flying Time</u>. Elapsed time from a launch DATE-TIME to the arrival DATE-TIME of the first landing.

(3) <u>Geographical Coordinates, Seconds</u>. The location on the earth in degrees, minutes, seconds, and direction of latitude and longitude expressed using two numeric characters for degrees, two numeric characters for minutes, two numeric characters for seconds, and one alphabetical character (N or S) for North or South; three numeric characters for degrees, two numeric characters for minutes, two numeric characters for seconds, and one alphabetical character (E or W) for East or West.
Narrative example: 32° 16' 24" N, 112° 52' 16" E
Data Field example:
/3/2/1/6/2/4/N/1/1/2/5/2/1/6/E/

(4) <u>Universal Transverse Mercator (UTM) Coordinates</u>. Location on the earth using metric grid coordinates. Expressed using two numeric and one alphabetical character for grid zone designation, alphabetical characters for 100-kilometer square, four numeric characters to locate vertical grid line to nearest 10 meters.

Narrative example: 48QXK79008600
Data Field example: /4/8/Q/X/K/7/9/0/0/8/6/0/0/
Normally, UTM coordinates are reported in abbreviated
form omitting the first three characters, i.e.,
/X/K/7/9/0/0/8/6/0/0/.

(5) World Area Code (WAC). Rectangular areas of the
world's land masses that are covered by charts
(normally 4° of latitude by 8° longitude). These
charts are sequentially numbered up to four positions.
Use is made of the chart numbers when referring to
operations that cover large areas. For chart numbers
less than four positions, supply leading zeros to the
fourth position.
Narrative example for WAC Chart #3: 0003.
Data field example: /0/0/0/3/

(6) Installation Number. Six alphanumeric characters
to represent serially numbered installations located
within an area denoted by a WAC.

(7) International Civil Aviation Organization (ICAO)
Location Code. A four-character alphabetical location
code of fixed aeronautical stations worldwide.

(8) Geopolitical Area/Water Code. Two alphabetical
characters that represent geopolitical land boundaries
and international water bodies.

(a) Nationality. The geopolitical code is used
to represent national origin of foreign units,
vessels, aircraft, or forces.

(b) Objective area.

(c) Collection area.

(9) Region Code. A two-character alphanumeric code
representing province, state, or region of a particular
country.

(10) Geographic Location Code (GEOLOC). An
alphabetical character code employed by the Joint Staff
for locations of particular military interest. These
locations are registered with the Joint Staff and
maintained in a file that is cross-referenced to
geographic coordinates and place names.

NOTE: Point of Departure/Arrival is a GEOLOC code
for the base, or identifiable point, from or to which a
mission or force is planned to depart or arrive. The
point of departure or arrival can be requested in ICAO
code (subparagraph 4b(7)), in GEOLOC, or both.

(11) <u>Major Equipment Type</u>. A data element composed of a maximum of 10 alphanumeric characters that uniquely identify an item of major equipment (aircraft, bridging, communications equipment, fire control equipment, gun, helicopter, launcher, missile, rocket, trailer, vehicle, or truck) authorized and/or possessed by US forces. Examples are:

    B-52H
    MGM-18A

(12) <u>Major Equipment Weapons Delivery Capability</u>. A one-character alphabetic code indicating the nuclear, conventional, or reconnaissance capability of major equipment being reported. Examples are:

    N   Deliver Nuclear Ordnance Only.
    R   Conduct Sensor Reconnaissance Only.

(13) <u>Aircraft/Missile Code</u>. A one-character alphabetic code used to identify aircraft and missiles being reported. Examples are:

    A   Strike Aircraft.
    M   Missile.
    R   Reconnaissance Aircraft.

(14) <u>Ship Type</u>. A data element composed of a maximum of five alphabetic characters used to identify types of ships authorized and/or possessed by the US Navy. Examples are:

    DD Destroyer.
    CV Aircraft Carrier.

(15) <u>Unit Identification Code (UIC)</u>. The UIC is a six-character alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces. Also called UIC.

(16) <u>Force or Task Unit Name</u>. A non-UIC identification by name of a force, task unit, or ship associated with the particular data being reported. Uses up to 12 alphanumeric positions.

(17) <u>Unit Level Code</u>. A three-position (maximum) alphabetic code characterizing each organization according to a stratum, echelon, or point at which control or authority is concentrated.

(18) <u>Unit Descriptor Code</u>. A one-character alphanumeric code that indicates the component, general status, and primary mission for which the organization was established. Examples are:

A   Active--Combat.
        B   Planned--Combat.

(19) <u>Number of Major Equipment, Ships, or Other</u>
<u>Material Destroyed</u>. Three-digit number when used in a
data field.

(20) <u>Number of Major Equipment, Ships, or Other</u>
<u>Material Damaged</u>. Three-digit number when used in a
data field.

(21) <u>Number of Major Equipment, Ships, or Other</u>
<u>Material Missing or Captured</u>. Three-digit number when
used in a data field.

(22) <u>Loss/Damage Indicator</u>. A two-position alphabetic
code indicating the type of loss or damage sustained:
Examples are:

        CA   Combat Damage--minor.
        CB   Combat Damage--major.
        OA   Operational Damage--minor.
        OB   Operational Damage--major.
        CL   Combat Loss.
        OL   Operational Loss.
        UL   Unknown Loss.
        UD   Unknown Damage.

(23) <u>Loss Cause</u>. A two-character alphabetical code
indicating the cause of the loss or damage being
reported. Examples are:

        PE   Pilot Error.
        RK   Rocket Attack.

(24) <u>Event</u>. A significant incident occurring along a
mission route; one causing diversion, abort, or
cancellation of a mission; or one causing certain data
to be reported. This is a two-character alphabetical
code. Examples are:

        AS   Air Abort.
        CA   Canceled Strike.

(25) <u>Loss Classification</u>. A two-character
alphabetical code that classifies the loss being
reported. Examples are:

        AC   Aircraft.
        SA   Small Arms.

(26) <u>Number of Casualties</u>. The number of friendly
personnel killed, wounded, injured, or missing or the
number of enemy personnel captured.

This is a five-digit number when used in a data field.

(27) <u>Type of Personnel</u>. The type of personnel involved in the casualties being reported. This is a two-character alphabetical code. Examples are:

 AE USA Enlisted.
 CP Civilian Personnel/Dependents.

(28) <u>Type of Casualty</u>. The type of casualty being reported. This is a two-character alphabetical code. Examples are:

 AK USA Killed in Action.
 MI USMC Prisoner of War.

(29) <u>Installation</u>. The 38-character alphanumeric field that provides a descriptive name of the place, installation, activity, facility, etc.

(30) <u>Functional Category Code</u>. Each installation is assigned a five-digit numeric category code. Examples are:

 18352 Freight Terminals.
 87561 Military Facilities.

(31) <u>Basic Encyclopedia Number</u>. A 10-character alphanumeric consisting of WAC and Installation Number. See subparagraphs 4b(5) and 4b(6) above.

(32) <u>Type Target Objective</u>. A two-character alphabetical code that represents the type target or objective planned for attack or actually attacked by any US or friendly air, naval, missile, or ground force. Examples are:

 AA Surface-to-Surface Missile Site.
 AF Airfield.

(33) <u>Results</u>. A two-character alphabetical code describing the successful, unsuccessful, or unknown status of launches, strikes, or reconnaissance status of a sortie, weapon, or designated ground zero (DGZ). Examples are:

 DE Destroyed.
 WX Weather.

(34) <u>Mission/Operation/Action Function</u>. The planned or actual uses of the major equipment or type operation or action of the unit being reported. This is a two-position alphabetical code. Examples are:

```
AE        Airborne Early Warning.
CA        Close Air Support.
```

(35) <u>Deployment Code</u>. A one-character alphabetical code that indicates the means by which a force is being deployed. Examples are:

```
D         Self-deploying.
A         Airlifted.
S         Sealifted.
```

(36) <u>Mission Number</u>. A code assigned to a specific mission, using up to seven alphanumeric characters.

(37) <u>Track Number</u>. A code assigned to a specific track flown by an aircraft, using up to seven alphanumeric characters.

(38) <u>Mission Nickname</u>. Nickname assigned per operations order, using up to 18 alphabetical characters.

(39) <u>Operations Plan/Order Number</u>. Operations plan or order number authorizing the mission. Use five alphanumeric characters for data field reporting.

(40) <u>Aircraft Serial Number</u>. A tail number designating a specific aircraft. Use up to eight numeric characters.

(41) <u>Data Record/Line Sequence Number</u>. A three-character field. JRS header data record or line is always 001 and continues sequentially for every data record or line of data message.

(42) <u>Real or Exercise Indicators</u>. A one-character alphabetic field. For real reports, enter R; for exercise reports, enter an X.

(43) <u>Report Identification</u>. An 11-alphanumeric character field consisting of the 6-character Unit Identification Code (UIC) of the report originator, 2-character report indicator, and a 3-character numeric report number.

(44) <u>Data Record Type Identification</u>. A three-character alphanumeric field denoting the data record type within a report. Examples are:

```
/H/  / /      header.
/E/  / /      end.
/A/  / /      detail.
/A/0/2/       2d continuation of detail data record
              type A.
```

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/K/N/1/   Navy continuation of detail data
               record type K. (Data reported are
               responsive to requirements unique to
               the Navy.)

(45) Security Classification Code. A one-character
alphabetical code representing classification of a
message or a data record or line within a message.

(46) Conventional Ordnance. A four-character
alphanumeric code used to report all US conventional
ordnance planned for use, expended, jettisoned, or
returned to base.

(47) Circular Error Probable (CEP). An indicator of
the delivery accuracy of a weapon system. It is the
radius of a circle within which one-half of the
missiles or projectiles are expected to fall. It will
be reported in hundreds of feet using three digits.
Example:

    1,000-foot CEP would be reported as "010."

(48) Height of Burst (HOB). The vertical distance
above the earth's surface or target to the point of
burst. HOB will be reported in hundreds of feet using
three digits. Example:

    6,000-foot HOB will be reported as "060."

(49) Cargo. Cargo delivered or that carried in
support of force being deployed. A three-character
numeric code when used in a data field.

(50) DOD Component Codes. Combatant commands are
represented by a one-character alphanumeric code and
Services and agencies by one-character alphabetical
code.

Command	Code
USCINCCENT	1
USACOM	2
USCINCSPACE	S
NORAD/USELMNORAD	3
USCINCEUR	4
USCINCPAC	5
USCINCSO	6
USSTRATCOM	8
USCINCTRANS	G
USCINCSOC	9
Department of Defense	K
US Army	A
US Navy	N

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US Air Force	F
US Marine Corps	M
US Coast Guard	P
Joint Staff	J

(51) <u>Combined Command Codes</u>. A one-character alphabetical code representing headquarters staffed by US and allied personnel.

<u>Combined Command</u>	<u>Code</u>
SACLANT	A
CINCHAN	B
SACEUR	E
United Nations Command, Korea	K
NORAD	N
Inter-American Peace Force	P
United Nations Truce Supervisory Commission	T

(52) <u>Unit of Measure</u>. The standard unit used to report amounts of various material items. Uses up to four alphabetic characters. Examples are:

BBLS	barrels.
STON	short tons.

(53) <u>Transaction Code</u>. A one-letter code used to denote what action is to be taken with data reported (via automated reports) in a detail data record or line. See Appendix D.

APPENDIX C

DATA RECORD FORMATS

1. <u>Communications Header and End-of-Transmission Data Record</u>.
A communications header and an end-of-transmission data record
are required as the first and last data records of every report
submitted by a data terminal or data file (card image)
reports. The formats for these data records are defined in
Joint Army, Navy, and Air Force Publication (JANAP 128).

2. <u>Security Classification, Exercise, and Special Handling
Data Record</u>. Following the communications header, a data
record containing the following instructions will be inserted.

    a. Security classification (use a space between each
letter of the words CONFIDENTIAL, SECRET, or TOP SECRET;
use UNCLAS without spaces for unclassified messages);

    b. Exercise name (if applicable).

    c. Any special handling (or "PASS TO").

3. <u>Report Header Data Record</u>. The originator will include a
report header with each report submitted. This data record
will be prepared as follows:

Element Name	Position	Remarks
Data Record Sequence Number	1-3	Enter 001.
Security Classification	4	Enter the security classification of the report, using standard single-character alphabetic code.
	5	Leave blank.
Data Record Type Identification	6	Enter "H" for report header.
	7-8	Leave blank.
Report-as-of-Time		Enter the ZULU as-of-time of the report as follows:
	9-10	Day of month (01-31)
	11-12	Hour (00-24)
	13-14	Minutes (00-59)
	15	Z to denote ZULU time
	16-18	Month (Jan-Dec)
	19-20	Last two digits of the year.

Real Report or Exercise Indicator	21	For real reports, enter R. For exercise reports, enter X.
Special Use	22-57	May be used for data fields that apply to the detail data records or lines.
Format Indicator	58	Enter 5 for data terminal reports. Leave BLANK for data file reports.
Report Identification		For data terminal reports enter:
	59-64	report originator UIC,
	65-66	report indicator,
	67-69	report number.
		Leave BLANK for data file reports.
Report Identification		For data file reports, enter:
	70-75	report originator UIC,
	76-77	report indicator,
	78-80	report number.
		Leave BLANK for data terminal reporting.

4. **Detail Data Records**. In addition to the transmission control and report identification data records, JRS reports will be composed of various detail data records that contain information required for file creation or update. The data elements in positions 1-14 and 70-80 are common to all detail data records and are entered as described below:

Element Name	Position	Remarks
Record Sequence Number	1-3	The first detail data record will be number 002 and each succeeding record will be incremented by one. The maximum number of records allowed in any one report will be governed by JANAP 128. This total includes all types of records or lines.
Security Classification	4	Enter the DOD standard single classification character of the data in each record.

Transaction Code	5	A one-letter code to indicate the nature of the action to be accomplished when the data record is processed with the file. Transaction codes and rules for their use are explained in Appendix E.
Record Type Identification	6-8	Enter data record type left justified. Specific data record types and their functions will be determined for each separate report type. Three characters are allowed for data record types to allow for coding of subtypes within a specific data record type. Detail data records will be labeled alphabetically, beginning with the letter "A" (omitting "E," "H," "I," "O," "R," and "Z"), except as indicated below. Remarks data records normally will be labeled "Z." After all remaining alphabetic characters are exhausted, detail data records will be numbered sequentially, beginning with number 1.
Unit Identification Code (Unit-oriented reports only)	9-14	Enter the six-character UIC when used in unit-oriented reports as part of the record identification. For instance, if USACOM submits a report concerning one of its subordinate units, the UIC of the subordinate unit would be reflected in positions 9-14; while USACOM's UIC would be reflected in positions 70-75. If UIC is not used, positions 9-14 become part of detail data record.
Detail Data (Unit-oriented reports) (Other reports)	15-69 9-69	Detail data may be formatted or unformatted, depending on requirements of each report type.
Report Identification	70-75 76-77 78-80	Originator's UIC, report indicator, report number.

5. <u>Report End Data Record</u>. Following the last detail data record of each report, the originator will insert a report end data record prepared as follows:

<u>Element Name</u>	<u>Position</u>	<u>Remarks</u>
Record Sequence Number	1-3	Enter the next sequential number after the one on the detail data record.
Security Classification	4	Enter the DOD standard single classification character code for the report.
Transaction Code	5	Leave blank.
Record Type Identification	6-8	Enter "E" in position 6 to identify report end data record.
Exercise/Operation/Study Name	9-35	If appropriate, enter exercise, operation, or study and the nickname; otherwise, leave blank.
Declassification Instructions	36-56	If all data to be submitted at this time are to be contained in this numbered report (or last section), enter the appropriate declassification or DOD 5200.1-R.
Multisection Report Identification	57-69	If all data to be submitted at this time have NOT been included in this and preceding numbered sections, enter the number of the next section; e.g., "03 of 06 next." Otherwise, enter "Last Section" in this space and declassification instructions in positions 36-56.
Report Identification		For data file reports, enter:
	70-75	Originator's UIC,
	76-77	report indicator,
	78-80	report number.
		Leave blank for data terminal reports.

APPENDIX D

TRANSACTION CODES

1. <u>Transaction Standards</u>. This appendix establishes JRS standard codes and rules for transactions pertaining to automated reports. Deviations from these standards will be explained within the body of applicable report instructions. The transaction code will be carried in position 5 of the Report Detail Record of the JRS Input Record Format standard.

2. <u>Standard Transaction Codes</u>. The following standard transaction codes apply to JRS data record inputs:

<u>CODE</u> <u>EXPLANATION</u>

A   Addition or creation of new record or logical portion of a record in a file. Addresses an entire input record.

C   Change of data within a record. Addresses only those fields or data elements to be changed.

D   Deletion of an entire record or logical portion of a record. Addresses the control fields identifying the record.

L   Change of specific field or data element, as identified in the control field of a specific report.

R   Replaces an entire existing record with the information reported. (This transaction code will be used only with selected applications.)

BLANK For narrative comments.

3. <u>Transaction Rules</u>

   a. <u>"A" Transactions (Add or Create)</u>

      Rule 1: Initial submission establishing a new data record requires an "A" transaction. Data record types that can establish a new record or logical portion of a record will be designated in the body of each report instruction.

      Rule 2: If a record has been created, another "A" transaction with the same control identification cannot be processed without a preceding "D" transaction. Normal change transactions can be accomplished with "C" transaction.

b. **"C" Transactions (Change)**

Rule 1: Changes, corrections, or deletions of data within a record can be accomplished with a "C" transaction.

Rule 2: A "D" (delete) transaction submission is not required before a "C" transaction.

Rule 3: Only those data fields requiring change or correction need be filled in on a data record. Fields not affected may be left blank.

Rule 4: In order to delete (blank out) a specific data field, insert a pound (#) sign in the high-order (leftmost) position of the field to be deleted.

Rule 5: A change transaction may not be used to change fields designated as Record Control Fields.

NOTE: Record Control Field(s) may be changed by a "D" Transaction that identifies the Record Control Field(s) to be changed, followed by an "A" transaction with the new Record Control Field(s).

c. **"D" Transactions (Delete)**

Rule 1: A "D" transaction permits, with a one-data record entry, deletion of an entire record or logical portion of a record, as designated in the body of each reporting instruction.

Rule 2: A "D" transaction is not required before a change transaction.

Rule 3: A "D" transaction is not used to delete data in a single field or data element of a record. Either a "C" or an "L" transaction should be used for this purpose.

d. **"L" Transaction (Add, Change, or Delete a Specific Field or Data Element)**

Rule 1: A complete record control and a field label, as defined in the pertinent report, must be given.

Rule 2: Only one element (field) label can be addressed per data record.

Rule 3: All data in the field will be changed to values as indicated on the data record. For example, an "L" data record with proper control and field labels followed by blanks will delete (or change to blank) the contents of a field.

Rule 4:   Consult appropriate reporting instructions for special applications of this type of transaction.

e.   <u>"R" Transaction (Replace a Record)</u>

Rule 1:   The report must contain a complete, current record associated with an existing primary record control group.

Rule 2:   Complete records cannot be added or deleted.

Rule 3:   All fields or groups of fields reported will replace like-identified fields or groups of fields existing in the file.

Rule 4:   All fields or groups of fields omitted from the report will cause like-identified fields or groups of fields existing in the file to be set to blanks.   If file maintenance edit routines require a positive value in a field or group of fields set to blanks, an error condition will exist.

Rule 5:   If data are reported for a secondary control field or group of fields and associated data fields that do not exist in the record, the data will be entered into the record.

Rule 6:   If a secondary control field or group of fields and associated data fields that exist in the record are not included in the place transaction, the secondary record will be deleted.

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APPENDIX E

USERS EVALUATION REPORT
ON JOINT PUB 1-03

1. Users in the field are highly encouraged to submit comments on this pub by removing this page and sending it to JDC. Please fill out the following: users' POC, unit address, and phone (DSN) number.

_____

_____

2. Content

   a. Does the pub provide a conceptual framework for the topic? _____

   _____

   b. Is the information provided accurate? What needs to be updated? _____

   _____

   c. Is the information provided useful? If not, how can it be improved? _____

   _____

   d. Is this pub consistent with other joint pubs?

   _____

   _____

   e. Can this pub be better organized for the best understanding of the doctrine and/or JTTP? How?

   _____

   _____

3. Writing and Appearance

   a. Where does the pub need some revision to make the writing clear and concise? What words would you use?

   _____

   _____

   b. Are the charts and figures clear and understandable? How would you revise them? _____

   _____

4. Recommended urgent change(s) (if any)._____

   _____

5. Other_____

6. Please fold and mail comments to the Joint Doctrine Center (additional pages may be attached if desired or FAX to DSN 564-3990 or COMM (804) 444-3990.

(FOLD)

FROM:

                    JOINT DOCTRINE CENTER
                         BLDG R-52
                  1283 CV TOWWAY STE 100
                  NORFOLK, VA 23511-2491

                         (FOLD)

USERS EVALUATION REPORT
ON JOINT PUB 1-03

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   d. Is this pub consistent with other joint pubs?

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   _____

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   b. Are the charts and figures clear and understandable? How would you revise them? _____

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4. Recommended urgent change(s) (if any)._____

   _____

5. Other_____

   _____

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